

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
AUGUST 26 – 30, 2019**

**MONDAY, AUGUST 26, 2019**

- |          |  |  |
|----------|--|--|
| *6:00 pm | Land Conversation Subcommittee – <i>Note Location</i>      | Duck Creek Center – Public Works<br>2198 Glendale Avenue |
| *6:15 pm | Planning, Development & Trans. Cmte – <i>Note Location</i> | Duck Creek Center – Public Works<br>2198 Glendale Avenue |

**TUESDAY, AUGUST 27, 2019**  
(No Meetings)

**WEDNESDAY, AUGUST 28, 2019**

- |          |                          |   |
|----------|--------------------------|---|
| *6:00 pm | Human Services Committee | Room 200, Northern Building<br>305 E. Walnut Street |
|----------|--------------------------|---|

**THURSDAY, AUGUST 29, 2019**

- |          |                                  |   |
|----------|----------------------------------|---|
| *5:30 pm | Education & Recreation Committee | Room 200, Northern Building<br>305 E. Walnut Street |
|----------|----------------------------------|---|

**FRIDAY, AUGUST 30, 2019**  
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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**LAND CONSERVATION SUBCOMMITTEE**  
Norbert Dantine, Chair; Dave Kaster, Vice Chair  
Steve Deslauriers, Bernie Erickson, Alex Tran  
Citizen Rep: Stan Kaczmarek

**LAND CONSERVATION SUBCOMMITTEE**  
**Monday, August 26, 2019**  
**6:00 PM**  
**Duck Creek Center – Public Works Dept.**  
**2198 Glendale Avenue - Village of Howard**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 22, 2019.

**Comments from the Public**

**Land Conservation Department**

1. Budget Status Financial Report for June 30, 2019 - Unaudited.
2. Directors Report.
  - a. Participation request Phosphorous Multi-Discharger Variance.
  - b. Water Quality Task Force August 28<sup>th</sup> UWGB.

**Other**

3. Such Other Matters as Authorized by Law.
4. Adjourn.

Norb Dantine, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

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**PLAN, DEV. & TRANS. COMMITTEE**  
Bernie Erickson, Chair; Dave Kaster, Vice Chair  
Norbert Dantinne, Steve Deslauriers, Alex Tran

**PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE**  
**Monday, August 26, 2019**  
**Approx. 6:15 PM (Or to follow Land Con)**  
**Duck Creek Center - Public Works Dept.**  
**2198 Glendale Avenue – Village of Howard**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 22, 2019 and Special August 21, 2019.

### **Comments from the Public**

### **Referral from Land Conservation Subcommittee**

1. Consideration and possible action regarding request from Land Conservation Subcommittee to approve Proposed Changes to Chapter 26 Animal Waste Management Ordinance and to direct Corporation Counsel to Prepare Ordinance Amendment and bring back for final approval.

### **Consent Agenda**

2. Harbor Commission Minutes (June 10, 2019).
3. Planning Commission Minutes (June 5, 2019).
4. Solid Waste Board Minutes (May 20, 2019).
5. Airport – Budget Status Financial Report for June 2019 – Unaudited.
6. Planning – Budget Status Financial Report for June 2019 – Unaudited.
7. Property Listing – Budget Status Financial Report for June 2019 – Unaudited.
8. Zoning – Budget Status Financial Report for June 2019 – Unaudited.
9. Port – Budget Status Financial Report for June 2019 – Unaudited.
10. Resource Recovery - Budget Status Financial Report for June 2019 – Unaudited.
11. UW-Extension – Budget Status Financial Report for June 2019 – Unaudited.

### **Communications**

12. Communication from Supervisors Tran and Borchardt re: For the County to do an energy audit on all county-owned buildings. *Held for one month.*
13. Request to and Response from Town of Wrightstown regarding Digester Communication from Supervisors Deslauriers and Van Dyck. *Referred back from July meeting.*

14. Communication from Supervisor Deslauriers: That Highway Commission Paul Fontecchio deliver a report to, and answer questions from, the County Board at its October meeting. The report to include the following:

\*Where else in Wisconsin have transverse rumble strips been recently installed in a systematic, widespread manner in extremely close proximity to rural homes as they have been, and continue to be, installed throughout rural Brown County?

\*Since the Commissioner's stated purpose of the installation of the transverse rumble strips is to prevent distracted drivers from running stop signs, present any studies that prove that transverse rumble strips reduce accidents and fatalities caused specifically by distracted or impaired drivers (the cause of most intersection fatalities in rural Brown County)?

\*What low cost countermeasures were passed over in favor of installation of transverse rumble strips near homes?

\*Do Highway Commissioners typically react to a traffic accident by planning and promoting a solution months prior to the cause of that accident being known? *Referred from August County Board.*

#### **Port & Resource Recovery**

15. Director's Report.

#### **Planning and Land Services**

##### **Planning Commission**

16. Brown County STEM Innovation Center Construction Update and Field Order Reports for Project.

##### **Zoning**

17. Private Onsite Wastewater Treatment System (POWTS) property owners not currently on 3-year maintenance program update.

##### **Area Extension**

18. Budget Adjustment Request (19-069): Any increase in expenses with an offsetting increase in revenue.
19. Resolution Regarding Table of Organization Change for UW Extension – Add Hours for LTE After School Instructors.
20. Director's Report.

##### **Airport**

21. 12+ Hour Shift Report.
22. Open Position Report.
23. Award RFB #2336 to Northeast Asphalt Inc.
24. Director's Report
  - a. Construction Projects:
    - i. Exit Lane Breach Control (ELBC).
    - ii. East Ramp Expansion to the West.

##### **Public Works**

25. Recommendation and Approval for the Resch Center LED Upgrade Project Base Bid plus Alternate 1 and #2 – Project #2329 for a total of \$579,445.
26. Courthouse Security Report.
27. Summary of Operations Report.
28. Director's Report.

**Other**

- 29. Acknowledging the bills.
- 30. Such other matters as authorized by law.
- 31. Adjourn.

Bernie Erickson, Chair

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## HUMAN SERVICES COMMITTEE

Erik Hoyer, Chair  
Patrick Evans, Vice Chair  
Joan Brusky, Thomas De Wane, Aaron Linssen

### HUMAN SERVICES COMMITTEE

Wednesday, August 28, 2019

6:00 pm

Room 200, Northern Building  
305 E. Walnut Street, Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 24, 2019.

### Comments from the Public

1. Review Minutes of:
  - a. Aging & Disability Resource Center of Brown County (May 23, 2019).
  - b. Board of Health (May 14, 2019).
  - c. Human Services Board (July 11, 2019).
  - d. Mental Health Treatment Subcommittee (April 17, 2019).

### Presentation

2. Presentation/Update for Healthy Families by Family Services.

### Communications

3. Communication from Supervisor Hoyer re: Direct Corporation Counsel to draft a resolution in support of building a juvenile detention facility in Brown County. *Referred from August County Board.*

### Wind Turbine Update

4. Receive new information – Standing Item.

### Health & Human Services Department

5. Budget Adjustment Request (19-071): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.
6. Resolution Regarding Table of Organization Change for the Health and Human Services Department – Community Services Division Account Clerk I Position.
7. Presentation of Child Protection Services Study.
8. Executive Director's Report.
9. Financial Report for Community Treatment Center and Community Services.

10. Statistical Reports.
  - a. Monthly CTC Data.
    - i. Bay Haven Crisis Diversion.
    - ii. Nicolet Psychiatric Center.
    - iii. Bayshore Village (Nursing Home).
    - iv. CTC Double Shifts.
  - b. Child Protection – Child Abuse/Neglect Report.
  - c. Monthly Contract Update.
11. Request for New Non-Contracted and Contracted Providers.

**Aging & Disability Resource Center – No items.**

**Veterans Services – No items.**

**Other**

12. Audit of bills.
13. Such other Matters as Authorized by Law.
14. Adjourn.

Erik Hoyer, Chair

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### EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair  
Paul Ballard, Vice Chair  
David Landwehr, Kathy Lefebvre, Ray Suennen

### **EDUCATION & RECREATION COMMITTEE**

**THURSDAY, AUGUST 29, 2019**

**5:30 PM**

**Room 200, Northern Building  
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEMS LISTED ON THE AGENDA**

**\*\* PLEASE NOTE TIME \*\***

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 27 and July 25, 2019.

### Comments from the Public

### Administration

1. Discussion and possible action re: Expo Center Complex Veteran's Memorial Design. *July motion: To proceed with suggested changes and include this on the August Ed & Rec agenda.*

### Consent Agenda

2. Library Board (May 22, 2019).
3. Neville Public Museum Governing Board (July 8, 2019 & August 12, 2019).
4. Golf Course – Budget Status Financial Report for June 2019 – Unaudited.
5. Museum - Budget Status Financial Report for June 2019 – Unaudited.
6. NEW Zoo – Budget Status Financial Report for June 2019 – Unaudited.
7. Parks – Budget Status Financial Report for June 2019 – Unaudited.
8. Audit of Bills.

### Discussion / Presentation Items / Superintendent's Report / Director's Report

### Museum

9. Director's Report.

### Golf Course

10. Superintendent's Report.

### Library

11. Director's Report.



### **NEW Zoo**

12. Director's Report.

### **Park Management**

13. Update re: Potential Boat Landing at Eagles Nest – *standing item*.
14. Discussion re: Bald Eagle Nest Guidelines at the Fairgrounds.
15. Director's Report.

### **Action Items**

16. Park Mgmt. - Resolution to Approve Electric and Gas Line Easement Regarding the Fox River State Trail.
17. Park Mgmt. - Resolution to Approve Underground Telecommunication Easement Regarding Mountain Bay Trail.
18. Communication from Supervisors Erickson and Borchardt re: This motion is made regarding the eagle's nest at the Brown County Fairgrounds and fireworks permits. Brown County should create a resolution that all fireworks displays should be launched from the east side of the river or a barge at an acceptable distance from the nest and the shoreline. *Referred to staff to bring back in 30 days with added contract language.*
19. Communication from Supervisor Buckley re: Get a copy of the Prospectus used to sell the naming rights to the new expo. Also an updated list of who has been given the presentation and the results. *Referred from August County Board.*

### **Other**

20. Such other matters as authorized by law.
21. Adjourn.

Paul Ballard, Vice-Chair

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Admin 5:30pm	2	3
4	5 Public Safety 5pm Sheriff's Dept	6	7	8	9	10
11	12 Exec Committee 5:30 pm	13	14	15	16	17
18	19 Vets 4:30 pm	20	21 Mental Health AdHoc 12pm County Board 7 pm	22	23	24
25	26 Land Con 6:00 pm PD&T 6:15 pm @ Duck Creek Center	27	28 Human Services 6:00 pm	29 Ed & Rec 5:30 pm	30	31

## **BROWN COUNTY COMMITTEE MINUTES**

- Human Services Board (July 11, 2019)
- Library Board (May 22, 2019)
- Planning Commission (June 5, 2019)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, July 11, 2019 at Health & Human Services; Sophie Beaumont Building; 111 North Jefferson Street; Boardroom A; Green Bay, WI 54301

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**Present:** Supervisor Tom Lund, Chair  
Vice Chair Paula Laundrie, Craig Huxford, Susan Hyland, Laura McCoy,  
Supervisor Alex Tran

**Excused:** Supervisor Aaron Linssen

**Also Present:** Erik Pritzl, Executive Director  
Jenny Hoffman, Community Services Administrator  
Eric Johnson, Finance Manager  
Samantha Behling, Interim Hospital & Nursing Home Administrator

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**1. Call Meeting to Order**

The meeting was called to order by Supervisor Lund at 5:15 p.m.

**2. Approve / Modify Agenda**

LAUNDRIE / HYLAND moved to approve the July 11, 2019 Agenda. The motion passed unanimously.

**3. Approve Minutes of May 9, 2019 Human Services Board Meeting**

HYLAND / McCOY moved to approve the minutes dated May 9, 2019. The motion passed unanimously.

**4. PUBLIC HEARING ON 2020 BUDGET**

The Public Hearing was opened at 5:16 p.m. At this time, no members of the public desired to speak. Supervisor Lund closed the Public Hearing at 5:17 p.m.

**5. Executive Director's Report**

- a. June 2019 – Report was included with the Agenda Packet.
- b. July 2019 – Executive Director Erik Pritzl provided a verbal update to his June 2019 report by discussing the following:

**Secure Residential Care Center for Children and Youth (SRCCCY)**

Brown County did submit a proposal as a county. We have been working extensively with staff from the Sheriff's Office for a replacement for Lincoln Hills/Copper Lakes Youth Corrections. Our submitted proposal is for a 24-bed secure residential care center for children and youth and a 32-bed secure detention facility. Currently, secure detention is in a 15-bed unit at Brown County Jail. Under this proposal, those 15 beds would be removed from the Jail.

The cost estimate for construction, non-construction and contingency funding was \$43M. The annual operational costs for this facility are estimated at \$7.2M. Giving us daily rate calculations of \$688 for the secure residential care center and \$175 for secure detention.

This was all submitted to the Grants Committee by July 1, even with the change in legislation, it did not change the deadline. The Grants Committee now has until October 1 to work with the submitted county proposals. There were four submitted proposals to the State — Dane, Racine, Milwaukee and Brown; north of the Madison/Milwaukee line, we are the only facility.

LUND: How much money was put in the (State) budget for the facilities? Because it originally was about one quarter of what was needed.

PRITZL: Enough for one (facility).

LUND: Enough for one, but not for four.

PRITZL: No, and there is still not enough. I think the total is \$80M with the changes made to legislation. That is still not covering all the proposals that were submitted.

HUXFORD: Did they put off the closing for another year or two years?

PRITZL: It got pushed back six months; this has to be operational by July 1, 2021. We have been able to work with an architectural firm that has been involved in design in other places, so they have given us a lot of good information to do our estimate. Once we get past this rough estimate phase, we are probably going to have to invest some funds to potentially work with somebody to refine this.

LUND: We are not going to invest any funds until we get the funding from the State, right?

PRITZL: Not until they tell us we are actually a good candidate for a facility.

LUND: I assume we (Brown County) are not going to have to take out a loan for this facility; the State is going to fully fund it.

PRITZL: 95%.

LUND: So we would fund 5%; and we can fund that out of the half-percent (sales tax)? Or do we have enough money...

PRITZL: There are discussions about how we would fund that when the time comes. There are some parts of this that would be 100% funded if they house females. So the portion that's used for female youth would be at 100% funding, so we would need to carve that out. But we would have to find approximately \$2M.

LUND: All the facilities would be duplicated if we have females? Like we would have to have separate eating areas...everything would need to be separated?

PRITZL: Not eating areas; eating and recreation, classrooms... those can be together. However, you cannot mix secure detention kids with the residential care correctional kids. So you can have some shared spaces, but you cannot co-mingle populations; male and female can share some areas, not sleeping, obviously.

HUXFORD: Is the proposal on the grounds of the current Jail facility?

PRITZL: We are looking at where it could fit, and this is where some of that architectural assistance was — is there a footprint big enough for it. They have identified some footprint space that would work on that campus; there is County land all around the Jail.

HUXFORD: It will open some beds in the Jail?

PRITZL: The 15 beds in (youth) secure detention then would be freed up; it's just a few beds, not very much.

LUND: There are a lot of issues with that because the female population has been going up over the years. If that wasn't the case — if it was all male population going up — it would be a lot cheaper for us. You've got female detention down here and it is outpacing the number of beds, unfortunately.

PRITZL: We are waiting to see what the feedback is from the Grant Committee. They will give us more direction; they will go through scoring and tell us what we need to refine, and if we are able to refine and keep going. We thought this was important for the region and for us.

LUND: It is important for the northern region (of the State)...

LAUNDRIE: I agree.

LUND: ... to have a closer facility than Madison or Milwaukee. Can you imagine if your child grew up in the northern area and then has to go secure detention; to visit your child would be a hike.

PRITZL: It is kind of a reverse; instead of having facilities north with major populations south – Lincoln Hills/Copper Lake being located far away from Milwaukee and Racine – so it is good to have facilities in that area because that's where they are coming from. But now, you have a whole balance of the state that is now going south instead of the reverse of what was happening.

**Child Protective Services Study**

The study being conducted by the Professional Consulting Group (PCG) is wrapping up now. They have been onsite doing focus groups, interviews and administering a survey. They are taking a lot of data they obtained directly, as well as secondary data sets, to give us a good picture of what we would need to address the CPS area in terms of staffing, procedures, work flows, technology, etc. They will be giving us a picture of what we could do to improve that area. We should get the final version of their report August 1, and we will share the results when they come forward.

Pritzl noted that according to Human Resources, our turnover rate has dropped significantly in 2019. 2018 was a particularly high year (for staff turnover), but 2019 appears to be much lower.

TRAN: Is there a reason why?

PRITZL: We are hoping the study will shed some light on that. The one thing we have heard is pay; the pay improvements have been helpful with recruiting. We are getting better quality applicants and starting pay has helped bring some people in.

LUND: Pay has been pretty flat for 10-15 years and the now the unemployment rate is at 3% or less, so wages are going up and you cannot retain (employees).

PRITZL: We were falling behind other Counties like Oconto where a staff member could go and have a different experience, and we are competitive now. I think we still need to look at the mid-career people — we have had people we have retained for a long time which had the old salary structure which ended up at the top end of that structure. So we had the new people who are starting better, but this middle group of people who are kind of stuck in-between. We are going to have to look at that to retain people.

LUND: The (County) Board has been much more flexible as far as pay and such, because we have to be.

PRITZL: Another thing that came forward is supervision quality is better, too. The time supervisors have with staff is an issue because they have a lot of staff reporting to them, but the actual quality of the supervision is good, the direction they receive, the training is getting better. So there are some positives highlighted there as well.

HUXFORD / LAUNDRIE moved to receive and place on file the Executive Director's Report. Motion carried unanimously.

**6. CTC Administrator Report including NPC Monthly Report**

- a. June 2019 – Report was included with the Agenda Packet.
- b. July 2019 – Samantha Behling, Interim Hospital & Nursing Home Administrator, distributed her July report, and with no outstanding items from the June report, she discussed the following:

**Patient Complaints/Grievances**

No client grievances for the hospital during the month of June.

**Federal/State Regulatory Concerns**

Nicolet Psychiatric Center had no self-reported complaints, and no visits from the State. Bayshore Village Nursing Home disclosed three events which met the criteria for a self-report and State surveyors came to the building and reviewed those. Their review was very positive; there were no findings, we were found to be in substantial compliance after the review of the three self-disclosed events. We may receive something called a past non-compliance; what that means is there was something there initially, but we did enough follow up — education, addressed it, training, etc. — which met the criteria, so there is no citation. They agreed we made the correct decision in self-reporting.

**Survey Readiness**

Waukesha County had their Psychiatric Hospital survey, and we met with them at a Public Hospital Meeting. We listened intently to things that were reviewed during their process, and we have made action to review our own similar policies, procedures and observations on our own unit. We still have a high focus in ligature risks, so we are constantly assessing the environment making sure it is safe for our clients.

**Detoxification Unit Consideration**

Over the past few months, a significant amount of time dedicated to whether we can offer this service at the Community Treatment Center. The original intent was to offer detox services on the Community Based Residential Facility (CBRF) Bay Haven. After thorough consideration, meetings with DQA, and the Department of Health Services, we are realizing it is not a possibility. It would require a restructuring of the building and different/additional staffing... so we are not entertaining this anymore. However, we can still entertain the ability to offer detox services with the new Crisis Center addition in 2020.

**Crisis Center Addition Planning**

We continue to meet collectively to look at the planning. Erik Pritzl will set up a meeting with Owners Representative who works with the architects to start doing schematic design and refining the design and moving ahead. We will be working with Venture Architects but no dates have been scheduled yet, and we'll look at the programs offered, the process and how the flow will work.

**Medical Appointments**

There were no medical staff appointments in June 2019.

**Other Business**

An educational in-service was held to clarify the Medical Clearance Procedure with Brown County personnel. It involved local hospitals, the Crisis Center, and other psychiatric facilities in what kind of content we were giving our staff.

The Bayshore Village Nursing Home applied for, and was selected to be, a Wisconsin Caregiver Program Participant. This means the funding provided to DHS will allow people of the community to get their CNA (Certified Nursing Assistant) course paid for; they'll pay for their supplies, uniforms, etc. After completing the program, they can apply to work at one of the chosen facilities, of which Bayshore Village is one. Once they are retained and see

successful performance, they get a \$500 bonus after six months. The overall goal for Wisconsin is attracting employees in that career and retain them.

LAUNDRIE: Your report states "the Crisis Center along with Brown County Community Treatment Center personnel"... are we talking about the Crisis Center through Family Services?

BEHLING: Yes.

LAUNDRIE: We are doing a more combining of efforts, it sounds like?

BEHLING: The Crisis Center services are going to be provided out of CTC once the addition is organized in the year 2020; so we are bringing that on to our campus.

LAUNDRIE: Will they still be overseen by Family Services?

BEHLING: Yes, they will be. But we are also looking at if there is anything we can add to the service such as a nursing staff member that would improve our flow in getting that Crisis Center referral (client) to their needed service more timely. Also, if we could reduce things such as medical clearance in a hospital, if we could do any of that internally, those are the main things we are looking at right now.

LAUNDRIE: That's great.

HUXFORD: It should speed up the process.

BEHLING: That is our intention; hopefully reduce the cost and time associated with getting services elsewhere.

McCOY / HYLAND moved to receive and place on file item 6a, the CTC Administrator's Report for June 2019. The motion carried unanimously.

LAUNDRIE / HYLAND moved to receive and place on file item 6b, the CTC Administrator's Report for July 2019. Motion carried unanimously.

**7. Review/Approve CTC QAPI Policy and Plan**

This information was included within the Agenda Packet. Since Board Members had time to review previous to the meeting, Behling stated she would not go over the whole item in detail, but would entertain any questions. Behling shared it is a regulatory requirement for this Policy and Plan to be brought before the Human Services Board for approval. No questions were brought forward.

LAUNDRIE / HUXFORD moved to approve and place on file the CTC QAPI Policy and Plan. Motion carried unanimously.

**8. Appointment of Antonide Arthus (APNP) to the Psychiatric/Medical Staff Committee**

Pritzl asked for this item to be held until the September 2019 Human Services Board Meeting. The appointment did not go to the Psychiatric/Medical Staff Committee because the meeting was cancelled, and the next time it meets is September.

HYLAND / HUXFORD moved to hold the appointment until September 2019 Human Services Board meeting. Motion carried unanimously.



**9. Financial Report for Community Treatment Center and Community Services**

- a. June 2019 – Report was included with the Agenda Packet.
- b. July 2019 – Finance Manager Eric Johnson discussed highlights from his July 2019 report included within the Agenda Packet.

**Community Treatment Center**

The results continue to look very good with a favorable bottom line of revenue over expenses. Overall, the facility is well ahead of budget for the first five months, driven mainly by Nicolet Psychiatric Center revenues. The year-to-date census is 13.3 on average, compared to the budgeted 10.7, about 25-30% over budget, which translates into that amount of revenue because there is not a lot of extra costs for those clients on the unit. The CBRF is just above budget at 8.0 compared to the 7.9 budgeted. Bayshore Village, the Nursing Home, is just below budget at 60.1 compared to the budgeted 61.3.

Labor is within budget with good control on labor costs as that was a focus last year.

LUND: Less overtime?

JOHNSON: Overtime in the agency, I think is only used when needed.

LUND: We've had good staffing on that?

JOHNSON: Turnover?

BEHLING: No...

JOHNSON: There is still a challenge with open positions and is often when overtime is used. Overtime is higher than budgeted, but the regular payroll is under, so we are not incurring more overtime than the normal monthly payroll costs.

**Community Services**

Community Services has more challenges particularly in the area of purchase services that are significantly over budget. A good part of that has to do with Third Party Administrator (TPA) expenses for the CLTS program. That program has expanded significantly, paid by Wisconsin Position Services (WPS) on behalf of the County; higher costs, but also higher revenues that match exactly. We also have continued challenges with Residential Care Center (RCC) placements and correctional facility costs primarily within the Youth Justice area.

HYLAND / LAUNDRIE moved to receive and place on file item 9a, Financial Reports for June 2019. Motion carried unanimously.

HYLAND / HUXFORD moved to receive and place on file item 9b, Financial Reports for July 2019. Motion carried unanimously.

**10. Statistical Reports a, b, & c**

- a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center/  
Bayshore Village
  - i. June 2019
  - ii. July 2019
- b. Child Protection Services — Child Abuse/Neglect Report
  - i. June 2019
  - ii. July 2019

PRITZL: On the report handed out tonight, so people understand the difference between a CPS Referral and a Service Request — CPS Referrals are abuse or neglect allegations; allegations of physical abuse, neglect, sexual abuse. Service Requests are where there's

an indication of a family needing a service of some sort or something that is of concern. You could see different lower level type of concerns reported that get screened as a service request, but there isn't a specific allegation of abuse or neglect or a specific safety concern. CPS Referrals are actual identifications of child maltreatment.

The third paragraph on the report mentions the June 28 opening of the Brown County Family Center on St. Agnes Drive. Pritzl asked Community Services Administrator, Jenny Hoffman, to share a bit about the grand opening.

HOFFMAN: It was amazing. The media was there; Erik was on TV... It is such a warm and inviting location and center. Our staff put in a lot of time working on it. We are excited — we've already started our visits there. It is going to be a really nice place for families to do their visits. I get choked up thinking about it...

LAUNDRIE: Is it possible to tour there? Are there enough things worth seeing?

PRITZL: It would be good to see it; it would just need to be a time when families are not present.

HYLAND: Could we hold a meeting there?

PRITZL: I don't remember there being a meeting room; there's a kitchen table. There's a kitchen, there's showers, bathrooms, laundry...

HOFFMAN: It provides for teachable moments with the kitchen there.

PRITZL: We will have to figure out a way (to have a tour).

TRAN: Is it overnight then? Why are there showers?

PRITZL: For example, if a child is removed from their home and there is a need to have a shower before getting to the next placement that would be the kind of thing where they could potentially use it. It was already in the facility, it is a former daycare center so there are a lot of nice features to it.

TRAN: So it is not something we added, it was already there, right?

PRITZL: No. The Family Center replaces the Beacon Center that we were using — a strip mall at Military Avenue and Mason Streets. Visits were occurring there and in our conference rooms here (at Sophie Beaumont).

LUND: They would happen during our meeting sometimes.

PRITZL: Yes, you would see parents and children going back and forth. So this is multiple rooms in a very child-friendly location. They have remodeled the whole facility. Neighborworks, working with Capitol Credit Union Young Professionals, Leadership Green Bays, and Friends of Pals all collaborated to create this (Family Center). It is all donated funds and time.

HOFFMAN: There is outdoor space, too, which is really nice.

HUXFORD: Where on St. Agnes Drive?

PRITZL: It is near St. Agnes and Fisk.

HOFFMAN: There is a school there...

LAUNDRIE: That is fabulous.

c. Monthly Contract Update

- i. June 2019
- ii. July 2019

HUXFORD / HYLAND moved to suspend the rules to receive all item 10 statistical reports together. Motion passed unanimously.

LAUNDRIE / HYLAND moved to receive and place on file all item 10 statistical reports. Motion passed unanimously.

**11. Request for New Non-Contracted Provider & New Provider Contract**

- a. June 2019 – Report was included with the Agenda Packet
- b. July 2019 – Report was included with the Agenda Packet

HYLAND / TRAN moved to receive and place on file item 11a, Request for New Non-Contracted Provider & New Provider Contract report for June 2019. Motion passed unanimously.

LAUNDRIE/ HUXFORD to receive and place on file item 11b, Request for New Non-Contracted Provider & New Provider Contract report for July 2019. Motion passed unanimously.

**12. Communication Regarding Human Services Board Attendance**

Pritzl requested to speak regarding both items 12 and 13 on the Agenda at this time. Chair Lund agreed, and said both items would still be taken separately.

Pritzl handed out copies of Chapter 5 of the Brown County Ordinances to the Human Services Board Members, which outlines a couple items he wished to address, but does not address attendance. There is not an attendance section; there is board composition under 5.06, and terms (of service) listed, but nothing about an attendance requirement.

PRITZL: I serve on other Boards that do have attendance requirements, so it is not uncommon to see this.

LUND: The County Executive Committee is looking at attendance to all of the committees and boards that are underneath the County Board because there are a lot of meetings that go three months without have quorum. And they are kind of saying, "if you can't make it, something might have to be done."

PRITZL: We are kind of doing things a bit strangely because I am trying to work with what I give Corporation Counsel to consider to help us in looking at an ordinance revision-- that's what governs this structure. The language you have been given (in the handout) is an attendance insert that could be used – this is just some language I came up with based on some other things I've seen. I wanted to put it in front of you so you could give some feedback.

*To meet quorum requirements, a Human Services Board Member should make every effort to attend scheduled meetings. The Chair of the Board will discuss attendance with a Board Member when he or she attends less than 50% of scheduled meetings during a 12 month period.*

So not a year, but a looking always at a 12 month period rolling forward.

*Continued absences exceeding 50% of scheduled meetings during a 12 month period can result in a seat being declared vacant and a request made to the County Executive to appoint a replacement. Prior to a seat being declared vacant, a vote must be taken by a quorum of the Human Services Board supporting this action.*

So it isn't a unilateral action of one person, it would actually have to come here to say there is an attendance issue, I have met with the person, the Board Chair would have to talk

about that, and the Board would eventually vote to declare it vacant or not. This is what I have drafted to get the conversation moving if you wanted to go in this direction or if you feel the issue has been resolved, and we don't need to do this, I'm fine with that as well.

LAUNDRIE: I think we need to move forward on this. Things do come up, we are human. We have been on this Board 15 years...

LUND: I think I've been on this Board 17 years...

LAUNDRIE: It has become a big issue; attendance is a big issue.

LUND: It is not fair to have staff come here for a meeting and then we don't have the meeting.

LAUNDRIE: And especially if you know in advance that you are going on vacation; if you know in advance, please let Cathy (Foss) know. It is helpful. I am definitely in favor of this; in fact, I think the percent is pretty low.

HUXFORD: Are we at our full count as far as Board members?

PRITZL: No, we have two vacant seats.

HUXFORD: (County) Board members or Citizen Board members?

LUND: There is enough County Board members; there are three. So there are two citizen members (vacant). The County Executive needs to appoint those members. If anyone knows anybody, submit the names to Erik, and he will forward them to the County Executive.

PRITZL: Ultimately, the County Executive makes the appointment, the County Board confirms, and the person is on the Board.

McCOY / HYLAND made the motion to refer this item back to staff for language to be added to the ordinance, and bring back to the August 2019 Human Services Board meeting. Motion passed unanimously.

**13. Communication Regarding Human Services Board Officers Election**

Pritzl shared the good news that we are in compliance with elections as described in Chapter 5.05, the Structure of the Board. Under number 4, all elections described shall be held by the Board at an organizational meeting to be convened within 60 days following the effective date of the ordinance codified in this chapter and bi-annually thereafter with those elected service for two-year terms. So it coincides with County Board Supervisor elections.

LUND: So we will have an election next May (2020). The May meeting will have re-elections of officers for this Board.

PRITZL: Now that you have Chapter 5 in front of you, you might want to take some time over the next 30 days to familiarize yourself with it, and then come back with any other things you might see in here, because actually, there are a lot of parts that I found need to be updated. For example, the department reference is now Health & Human Services. Some of the statutory references are outdated. There is a section under 5.07, where it talks about Advisory Committees which we don't have. By County Ordinance, with the subcommittee rules now, you wouldn't create any advisory committees because that is part of the County Board process. I have uncovered quite a few changes that need to be suggested to Corporation Counsel, so if you happen to see anything between now and then...

LUND: So do you think you will have this for August or maybe September?

PRITZL: I submitted some changes, but I have not heard back. I will follow up and see if I can get it for August.

LAUNDRIE / HYLAND made the motion to refer back to staff for changes and brought back to the August 2019 Human Services Board meeting. Motion passed unanimously.

**14. Other Matters**  
None.

**15. Adjourn Meeting:**  
HUXFORD / LAUNDRIE moved to adjourn. Motion passed unanimously.

Supervisor Tom Lund adjourned the meeting at 5:58 p.m.

Next Meeting: Thursday, August 8, 2019 at 5:15 p.m.  
Sophie Beaumont Building  
111 North Jefferson Street; Boardroom A  
Green Bay, WI 54301

Respectfully Submitted,  
Catherine Foss  
Office Manager

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **May 22, 2019** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, MARISSA MELI, KATHY PLETCHER, HECTOR RODRIGUEZ, and DAVID RUNNING

**EXCUSED:** STEVE TERRIEN and JOHN VANDER LEESE

**ALSO PRESENT:** Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, and Curt Beyler (staff).

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:15 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES.** Motion by Jacobson, seconded by Pletcher, to approve the agenda and minutes.  
Motion carried.

**COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.

### LIBRARY BUSINESS

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS** Chosa reviewed the financial included in the packet and pointed out that approximately \$1500 was collected at Genealogy 101 programs and is designated for Local History programming and purchases for the collection. The library is running on target financially. Chosa reviewed the analysis of bills handout. Graphs depict that the library collects about 70% of bills owed. The cost of lost items is the largest part of amounts owed, followed by overdue fines. Most patrons who have outstanding balances are classified as, "Delinquent," (owing less than \$10) and the average bill is \$4.00. Other patrons are categorized as, "blocked," owing more than \$10 but less than \$50. Accounts at collections owe \$50 or more for at least 60 days. Collection accounts returned to library were at the collection agency for two years. Van Dyck asked to break down the outstanding fees total into buckets of average amounts. (Example, 1000 people owe \$4.00 each, etc.) Chosa collected information from SDC, the state collection agency, referenced at the last board meeting. Only two libraries are using their services. Social security numbers, collected through a third party, are used to locate patrons. She spoke to one. This particular library's federated library system did not have concerns about collecting social security numbers because the numbers were not saved in the library's integrated library system (ILS). The agency collected \$8000 on behalf of the library but the amount submitted to SDC was not disclosed. The library only pays the collection agency if monies owed are collected. SDC uses two collection methods – state tax refunds and garnishing wages which is a more aggressive type of collection. Van Dyck would like a process on how to share and store information using a 3rd party. In doing so, the library would not be involved. Van Dyck requested that Chosa continue her follow-up and share more information at the next meeting.

Motion by Running, seconded by Pletcher, to receive and place on file the financial report and April, 2019 Gifts, Grants and Donation report as follows:

Brown County Library Gifts, Grants & Donations Report April 2019			
<b>Gifts &amp; Donations</b>			
04/04/19	Genealogy 101 Participants - March 23	105.00	LHG
04/04/19	Genealogy 101 Participants - March 30	215.00	LHG
04/10/19	Genealogy 101 Participants -Pot of Gold	455.25	LHG
04/17/19	Ashwaubenon Lioness Club	300.00	Ashwaubenon
04/17/19	Friends of the Brown County Library	276.50	CC & Postage
04/19/19	Friends of the Brown County Library	30,093.00	Funding Requests
04/30/19	M. Franchino	100.00	General
04/30/19	J. Kostac	10.00	SW Memorial A. P
04/30/19	D. Hanamann	25.00	SW Memorial A. P
04/30/19	J. Kelly-Schultz	50.00	SW Carnival
4/1/2019'	Ashwaubenon	35.95	Donation Box
4/1/2019'	Bookmobile		Donation Box
4/1/2019'	East	25.76	Donation Box
4/1/2019'	Weyers/Hilliard	73.01	Donation Box
4/1/2019'	Customer Service		Donation Box
4/1/2019'	Kress		Donation Box
4/1/2019'	Pulaski	21.95	Donation Box
4/1/2019'	Southwest	24.66	Donation Box
4/1/2019'	Wrightstown		Donation Box
<b>Total Donations</b>		<b>\$ 31,811.08</b>	

Motion carried.

**FACILITIES REPORT** Beyler reported that the Weyers-Hilliard air-cooled chiller is installed and functioning; HVAC controllers at Kress are done and Weyers-Hilliard and Central are next. Related to the Central reorganization, maintenance staff moved 28 computers, staff and service desks, and the DVD collection. Terrien met with Beyler and Sugden to review the Maintenance Mechanic job description and offered input and helpful information related to building code books. The library will purchase a selection for the maintenance staff and are considering purchasing additional copies for circulation.

**PERSONNEL UPDATE** Rogers reported on the staff development meeting on May 10 in partnership with Nicolet Federated Library System. Its focus was on workforce development. Jim Golembeski, from Bay Area Workforce Development, brought partners to discuss services available in the community.

Related to personnel matters, the library is actively searching for Circulation Services Manager; Adult Services Manager; Collection Development Manager; Technical Services and Circulation Clerks; and Circulation and Adult Services Library Associates. Positions are posted internally and externally and Rogers is looking into how to broadly advertise open positions. It is difficult to attract diverse populations and more difficult to retain.

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that a minimum of 40 organizations, businesses, and city and county departments are contributing to the Summer Reading Adventure. Their generous donations include passes and coupons for a variety of experiences: BC Fair, swimming, bowling, bus rides, museum visits, jumping, sporting events – baseball and soccer, food options and reading!

The Summer Reading Adventure kicks-off with a celebratory event at the Central Library on Saturday, June 8 from 10 am – Noon. About 20,000 promotional bookmarks are distributed to students across all school districts via family packets (GBAPS) or visits made by youth services staff.

In addition to Brown County on the Go, regular community stops and deposit collections, some of the Bookmobile's special events include Breakfast on the Farm, Green Bay Kiddie Karnival, and Fly a Kite Fest.

The June – August event calendar is available online and print copies were just received. The library is very proud to offer a wide variety of educational, literacy-based, and fun (!) programs and opportunities for all ages, all summer long.

The library was gifted \$100,000 by the Foundation of a community member. This donation is undesignated and will be deposited at the B.C.L. Foundation.

**APPROVE RECLASSIFICATION OF COLLECTION DEVELOPMENT MANAGER JOB DESCRIPTION Motion** by Jacobson, seconded by Rodriguez, to approve changing the pay grade of the Collection Development Manager from 6.5 to grade 7. There is not a change to the current salary. **Motion carried.**

**APPROVE RECLASSIFICATION OF LOCAL HISTORY, GENEALOGY AND SPECIAL COLLECTIONS MANAGER JOB DESCRIPTION Motion** by Meli, seconded by Pletcher, to approve changing the pay grade of the Local History, Genealogy and Special Collections Manager from H to grade 6.5. There is not a change to the current salary. **Motion carried.**

**APPROVE TABLE OF ORGANIZATION CHANGE Motion** by Running, seconded by Pletcher, to approve the Table of Organization change eliminating a part-time Library Services Clerk and full-time Librarian and creating a Central Manager position, resulting in an annualized budget impact savings of \$2350. **Motion carried.**

**APPROVE ALL TABLE OF ORGANIZATION CHANGES Motion** by Pletcher, seconded by Meli, to approve the Table of Organization changes as follows:

1. Eliminating a FT local History Librarian and creating a Local History Manager position, resulting in an annualized budget impact of \$0. A Local History Genealogy & Special Services department will be created as a result of this TO change.
2. Moving a Library Services Associate from the Reference department to the Local History, Genealogy and Special Collection Department, resulting in an annualized budget impact of \$0.
3. Moving a Cataloging and Archives Librarian from the Technical Services department to the Local History, Genealogy and Special Collection Department, resulting in an annualized budget impact of \$0.
4. Moving reporting lines of Adult Services Manager from Deputy Director to Central Manager, resulting in an annualized budget impact of \$0.
5. Moving a FT and 2 PT Library Services Associates from the Customer Service department to the Adult Service Department, resulting in an annualized budget impact of \$0.
6. Moving reporting lines of Youth Services Manager from Deputy Director to Central Manager, resulting in an annualized budget impact of \$0.

7. Moving reporting lines of Circulation Services Manager from Deputy Director to Central Manager, resulting in an annualized budget impact of \$0. Motion carried.

It was discussed that re-classifications can just be listed. If there is an ADD and DELETE to a position, a Table of Organization change is preferred by the Board.

APPROVE OUT-OF-COUNTY TRAVEL Motion by Jacobson, seconded by Aubinger, to approve staff travel to the American Library Association conference in Washington, D.C. and the Association of Rural and Small Libraries in Burlington, VT. Motion carried.

DISCUSSION AND POSSIBLE ACTION – BOARD COMPOSITION, MEETING SCHEDULE, AND BY-LAWS REVIEW Lagerman reviewed the results of the Survey Monkey sent to the board. The meeting date and time will not change. Van Dyck suggests leaving the determination of meeting up to the staff (especially during the summer months - is there business to discuss?). A review of the bylaws and State Statute Chapter 43 will be on the next agenda.

PRESIDENT'S REPORT No report.

LIBRARY DIRECTOR'S REPORT Sugden reported that some staff members have been subpoenaed to the County Courthouse regarding an incident that took place at the Central Library resulting in the tazing of an individual. The open records request from the Green Bay-Press Gazette has been responded to. Patrons' feedback regarding Central's re-organization has been positive – indicating it feels safer, quieter and more comfortable. Staff feedback has also been positive.

An inquiry from the County Board level referred to a posted sign banning guns in library. The sign was not a library sign and was actually posted on the former Gnome Games building next door to the East Branch. Library facilities are compliant with county ordinance. Summer Reading Adventure Kick-off June 8 – all invited. Dale Cropper's retirement party will be held at Simonet's Bar on June 6 beginning at 5:15 pm.

OPEN SESSION pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Library Executive Director performance evaluation summary and possible compensation adjustment. Sugden was invited to stay and administrative staff was excused. Motion by Running, seconded by Pletcher, to move into closed session at 6:43p.m. Roll Call Vote: Aye: Rodriguez, Meli, Aubinger, Jacobson, and Van Dyck. Nay: None. Motion carried.

CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Library Executive Director performance evaluation summary.

RECONVENE IN OPEN SESSION Approve any action that may have been recommended in Closed Session. Motion by Running, seconded by Pletcher, to return to open session at 7:12 pm. Roll Call Vote: Aye: Rodriguez, Meli, Aubinger, Jacobson, and Van Dyck. Nay: None. Motion carried. Motion by Pletcher, seconded by Jacobson, to implement the recommendation of the Personnel Committee regarding the six-month performance review of Sarah Sugden. Motion carried.

OTHER BUSINESS None.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW.

ADJOURNMENT Motion by Jacobson, seconded by Meli, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 7:16 pm.

**NEXT REGULAR MEETING:**

June 20, 2019

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman  
Recording Secretary



**Minutes**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, June 5, 2019**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, 54302 - 6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>Abs</u>	Kathleen Janssen	<u>x</u>	Glen Severson	<u>x</u>
Brian Brock	<u>Abs</u>	Dotty Juengst	<u>Exc</u>	Ray Suennen	<u>x</u>
Norbert Dantine, Jr.	<u>Exc</u>	Dave Kaster	<u>x</u>	Mark Thomson	<u>x</u>
Bernie Erickson	<u>x</u>	Michelle Kerr	<u>x</u>	Norbert Van De Hei	<u>x</u>
Kim Flom	<u>x</u>	Patty Kiewiz	<u>x</u>	Matthew Woicek	<u>x</u>
Steve Grenier	<u>x</u>	Dave Landwehr	<u>Exc</u>	Reed Woodward	<u>Exc</u>
Mark Handeland	<u>Exc</u>	Aaron Linssen	<u>x</u>		
Matthew Harris	<u>x</u>	Michael Malcheski	<u>x</u>		
Frederick Heitl	<u>Exc</u>	Gary Pahl	<u>x</u>	City of Green Bay (Vacant)	
Phil Hilgenberg	<u>Exc</u>	Terry Schaeuble	<u>x</u>	City of Green Bay (Vacant)	

**Others Present:** Lisa Conard, Cole Runge, and Dan Teaters

1. Approval of the minutes of the May 1, 2019 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by D. Kaster, seconded by P. Kiewiz, to approve the minutes of the May 1, 2019 regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. **Public Hearing:** Draft Mid-Year Major Amendment #3 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard provided an overview of Draft Mid-Year Major Amendment #3 to the 2019-2023 TIP.

L. Conard noted that MPOs are required to prepare and process a "Mid-Year" amendment to the TIP. The purpose of the "Mid-Year" is to refresh the program prior to the next full TIP.

MPO staff worked with WisDOT staff and identified 11 modifications to the WisDOT program, all of which are detailed in the staff report. Modifications can include project scope changes, cost estimate increases/decreases, projects moving up/moving back in the program, or adjustments in funding sources.

L. Conard opened up the hearing for comment.

L. Conard asked three times if anyone wished to speak. Hearing no comment, L. Conard closed the public hearing.

L. Conard informed the commission that the requirements for a 15-day public review and comment period, as well as the public hearing, have been fulfilled.

3. Discussion and action on the Draft Mid-Year Major Amendment #3 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard stated that no additional public comments were received. She also stated that the amendment was provided to the Transportation Subcommittee, and the Subcommittee had no objections. Staff is recommending approval.

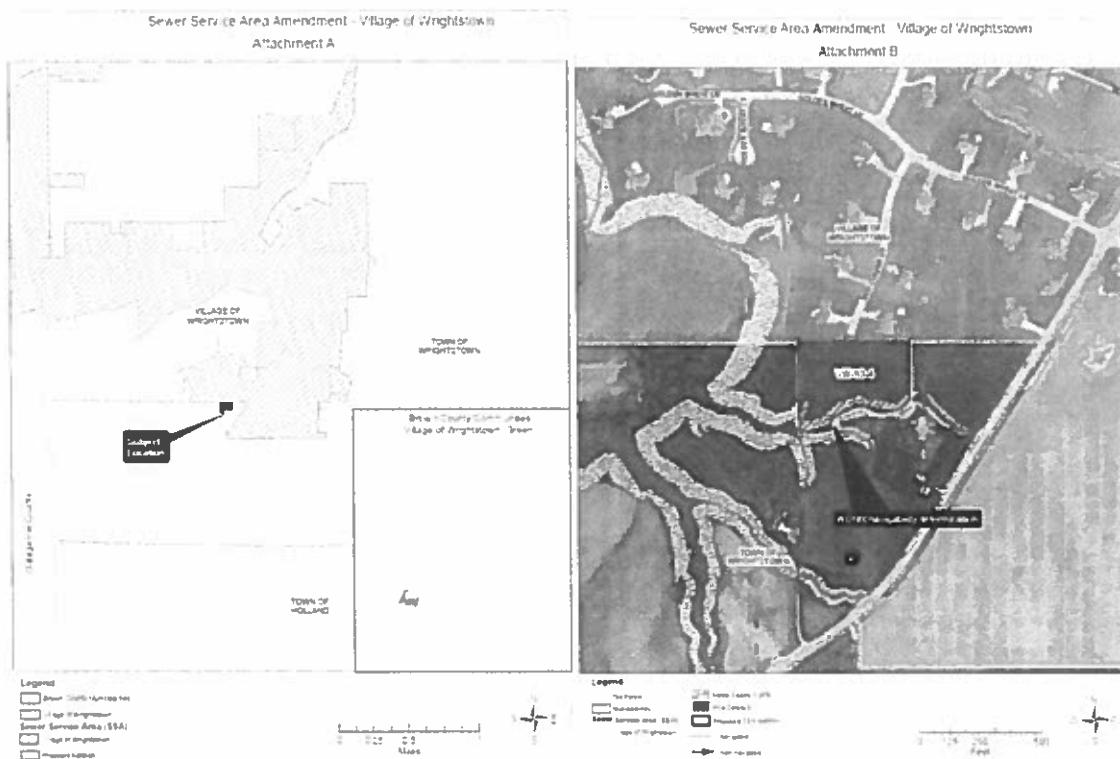
A motion was made by B. Erickson, seconded by G. Pahl, to approve the Draft Mid-Year Major Amendment #3 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried.

4. Presentation and discussion on Sewer Service Amendment for the Village of Wrightstown.

D. Teaters noted that this was a *minor* amendment and, therefore, no action is required by the planning commission. The presentation is for information only.

D. Teaters stated that the subject property has been annexed by the village and four residential lots have been created. An extension of an existing street and a cul-de-sac bulb will be constructed.

D. Teaters provided an overview of the sewer service area (SSA). The village has a total of 58.84 acres available to be added to its sewer service area. The amendment requires a total of 3.32 acres less credits for existing ESAs (.96 acres) and existing development (.31 acres) for a balance of 56.79 acres for future development.



D. Teaters noted that this was a staff level approval subject to the following conditions:

- Implement proper erosion control best management practices at the time of development.

G. Pahl asked if the 75' setback rule (from ESAs) was followed.

D. Teaters stated yes, through the land division document process.

5. Brown County Planning Commission staff updates on work activities during the month of May 2019.

A motion was made by B. Erickson, seconded by G. Pahl, to receive and place on file the staff activity reports for the month of May. Motion carried.

6. Other matters.

G. Pahl asked if there is an update regarding the Southern Bridge project.

C. Runge noted that staff has a conference call scheduled for next week with WisDOT and the Federal Highway Administration to discuss the next steps in the Environmental Impact Statement (EIS) development process.

K. Flom requested that the *Frequently Asked Questions (FAQs)* posted on the BCPC webpage regarding the Southern Bridge project be updated to reflect recent progress.

C. Runge agreed to do so.

7. Adjourn.

A motion was made by G. Pahl, seconded by G. Severson, to adjourn. Motion carried.

The meeting adjourned at 6:43 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
June 5, 2019**

**May 2019 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated and attended the Brown County Planning Commission meeting May 1 2019.
- STEM Innovation Center Building Project Management:
  - Several meetings with County Executive and various County representatives regarding development of the Brown County Research and Business Park and the STEM Innovation Center Building.
  - Attended weekly Construction Progress Meetings with construction and architecture representatives.
  - Reviewed project change order requests.
  - Prepared reports and field orders.
  - Met with Landscaper to discuss landscaping plan, vegetated roof and Mongin garden.
  - Coordinated purchase order for office furniture.
  - Met with representatives of The Einstein Project to discuss cleaning and maintenance elements of the lease agreement.
- CDBG Housing program:
  - Assisted Senior Planner - Housing with project coordination.
- Coordinated with Senior Land Use Planner regarding Sewer Service Area Plan questions and Environmentally Sensitive Area (ESA) protection.
  - Met with Village of Wrightstown Staff and state senator to discuss ESA administration May 3.
  - Met with land surveyor regarding ESA administration for a development in the Village of Denmark.
- Attended several coordinating meetings to discuss implementation of the new land records computer system (LandNav) with PALS, Technical Services, and Treasurer's Office staff. System went live on May 6.
- Personnel:
  - Assisted with request to fill for soon to be vacant Survey Crew Chief position.
  - Completed Class & Compensation Plan position review request for Assistant Zoning Administrator position.
- Coordinated and led Planning and PALS Managers staff meetings.
- Brown County Housing Authority (BCHA).
  - Attended May 20 BCHA meeting.
  - Attended BCHA 2018 audit wrap up meeting.
  - Monthly coordinating meetings with BCHA Chair.
  - Monthly coordinating meetings with ICS staff.
  - Assisted with review of Broadway Lofts project loan and grant agreements.
  - Participated in one on one discussions with two members of BCHA Board of Directors.
  - Participated in meeting with NeighborWorks representatives regarding Down Payment Assistance Loan program.
  - Discussion regarding Housing Affordability Report for city of Green Bay.

- Participated in conference call with Principal Planner, FHWA, Wisconsin DOT and SRF regarding progress on the Southern Bridge corridor project.
- Discussed BCRLF economic development loan for Zambaldi Beer with HUD, WisDOA DEHCR and Village of Allouez staff.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Facilitated a meeting of the EIS Lead Agencies (Brown County, WisDOT, and the Federal Highway Administration [FHWA]).
- Updated the EIS's Process Initiation Letter (PIL) and Notice of Intent (NOI) at the direction of FHWA. Also sent the updated PIL and NOI to WisDOT for review before they are sent to FHWA.
- Prepared information for a Southern Bridge project update to the De Pere Common Council. Also presented the update to the council and answered questions from council members.
- Participated in a local officials meeting for the STH 29/CTH VV interchange project.
- Participated in a monthly call-in meeting with representatives of the City of Green Bay, Green Bay Area Public School District, Wello (formerly Live54218), and the project consultant for the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Prepared for and met with representatives of the City of Green Bay, Green Bay Area Public School District, Wello, and the project consultant to discuss the first full draft of the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Participated in the final advisory committee meeting for the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Developed a crossing guard placement evaluation and scoring process for the City of De Pere at the request of city staff. Also tested the process using the existing crossing guard locations in De Pere and Ledgeview. The crossing guard placement evaluation and scoring process and the results of the test were sent to De Pere staff for review.
- Reviewed and submitted comments to WisDOT about WisDOT's final draft revisions to the Memorandum of Understanding (MOU) between WisDOT and the Green Bay, Fox Valley, and Sheboygan MPOs for the Northeast Wisconsin Region Travel Demand Model. Also discussed my comments with a representative of WisDOT's Travel Demand Forecasting Division (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Reviewed and commented on data modifications to two Traffic Analysis Zones that were proposed by WisDOT for the Northeast Wisconsin Region Travel Demand Model (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Prepared for and participated in a meeting with the Senior Transportation Planner and Green Bay Metro Director regarding funding and the project solicitation process for the Green Bay Urbanized Area's Section 5310 Specialized Transportation Program.
- Prepared for and participated in formal meetings and informal discussions with Brown County staff for the development of the Port Opportunity Study (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Prepared for and participated in a meeting with representatives of Brown County, City of Green Bay, and a port terminal operator for the development of the Port Opportunity Study (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Prepared for and participated in meetings with BCPC staff for the development of the Brown County Comprehensive Plan Update. Also reviewed and commented on draft chapters.
- Prepared for and participated in meetings with BCPC staff for the development of the Village of Hobart Pedestrian and Bicycle Master Plan.

- Observed student dismissal at Hillcrest Elementary School in Hobart with the Senior Local Assistance Planner for the Hobart Pedestrian and Bicycle Master Plan. Also met with the Hillcrest Elementary School Principal and a parent of Hillcrest students to discuss possible methods of increasing the number of students who walk and bike to school.
- Requested and received anonymous address data for Hillcrest Elementary School students to assess the number of students who likely live close enough to the school to walk or bike.
- Worked with one of the MPO's Transportation/GIS Planners on the MPO's ADA Transition Plan.
- Staffed a BCPC Transportation Subcommittee meeting with the Senior Transportation Planner to discuss options for reallocating Surface Transportation Block Grant (STBG) funds to projects.
- Developed a report regarding the status of the MPO's 2019 work activities and sent it to representatives of WisDOT, FHWA, and the Federal Transit Administration (FTA) in preparation for the MPO's mid-year review. Also participated in the review with representatives of WisDOT and FHWA.
- Participated in a quarterly MPO Directors meeting in Madison.
- Facilitated a public visioning session for the Town of New Denmark Comprehensive Plan Update with other BCPC staff.

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Finalized *Major Amendment #2 to the 2019-2023 Transportation Improvement Program for the Green Bay Urbanized Area*.
  - Developed PowerPoint and presented to the BCPC Board of Directors.
  - Prepared fiscal constraint demonstration.
  - Submitted amendment to FHWA, FTA, and WisDOT for approval consideration.
  - Amendment approved by the DOT Secretary on May 20.
- Prepared *Draft Mid-Year Major Amendment #3 to the 2019-2023 Transportation Improvement Program for the Green Bay Urbanized Area*.
  - Worked with WisDOT staff to identify amendment detail.
  - Scheduled public review and comment period and public hearing.
  - Prepared and issued public participation materials, social media posts, and legal notice.
  - Submitted draft amendment to FHWA, FTA, and WisDOT for review.
- Began and completed collecting data and writing the *Green Bay Metro – Quarterly Route Data and Analysis Report, May 2019*. All of Metro's full and limited service routes were examined.
- Reviewed and scored three applications for funding consideration under State 85.21 Trust funds. Served on subcommittees and developed a recommendation to be considered by the full TCC in June. Approximately \$100,000 is anticipated to be awarded by the BCPC Board of Directors at its August meeting.
- At the request of Federal Highway Administration (FHWA) staff, provided a detailed analysis of all first year TIP projects, proposed funding source, functional classification, NHS status, and other data for all TIPs and TIP amendments approved since 2015. FHWA is conducting a review to verify that projects in the first year of the TMA's TIPs are moving forward as intended and that the TMA is selecting non-National Highway System projects and the WisDOT is collaborating with TMAs in the selection of NHS projects.
- Met with Principal Planner and Green Bay Metro staff to discuss the possibility of issuing a Federal Section 5310 two-year program in lieu of the current one-year program. Benefits may include timely use of past grant "remnants" and ease of administration on the part of the Designated Recipient, Green Bay Metro. Collaborated with WisDOT staff.

- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Attended the Town of New Denmark Visioning Session the evening of May 11 in advance of an update to the town's comprehensive plan. Facilitated a small group discussion and recorded likes and dislikes presented by citizens of the town.
- Attended one Employee Benefits Advisory Committee (BAC) meeting as the representative of the seven departments reporting to the Planning, Development, and Transportation Committee (PD&T). (This work is done on employee's own time.)
- Participated in the Green Bay Transit Commission meeting on May 15.
- Participated in BCPC staff meetings as necessary.
- Attended the Brown County Planning Commission Board of Directors meeting the evening of May 1.

**The recent major planning activities of Dan Teaters, Senior Planner:**

- Brown County All Hazards Mitigation Plan
  - Continued working on Draft Chapter 3
- Certified Survey Maps (CSMs)
  - Began Review of 6 new CSMs
  - Completed review of 8 CSMs
  - Signed and filed 16 CSMs
  - Cursory review for City of De Pere and City of Green Bay
    - C of De Pere: 0
    - C of Green Bay: 1
- Plats
  - Preliminary Plats
    - Began review of 2 preliminary plats
    - Completed review of 1 preliminary plats
  - Final Plats
    - Began review of 1 final plat
    - Completed review of 0 final plats
  - City Plat Reviews
    - Reviewed 0 plats in the City of Green Bay and 0 plats in the City of De Pere pursuant to Wisconsin Statutes Sec. 236.12(2)(b)
- ESA Amendments
  - Completed 3 ESA Plan Corrections
    - 1 – V of Wrightstown
    - 1 – V of Howard
    - 1 – V of Pulaski
  - Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Water Quality Management (WQM) Letter
  - Completed 4 reviews/letters
- Assisted numerous members of the public or local communities with inquiries related to Farmland Preservation, zoning, natural resources, and/or land division questions.
- Met with the Town of Eaton Zoning Administrator to update and complete the Farmland Preservation Recertification Application. 5/2/19
- Met with the Village of Wrightstown Staff to discuss ESA amendment process. 5/3/19

- Attended staff meeting to discuss the Town of New Denmark Visioning Session. 5/7/19
- Attended the Town of New Denmark Visioning Session. 5/7/19
- Attended a Planning Workshop hosted by the City of De Pere to learn about changes to planning law in the past year. 5/8/19
- Attended the NEWSC full membership meeting. 5/13/19
- Completed a site visit associated with a CSM review in the Village of Denmark with the County Survey crew to verify elevations in a drainage basin. 5/21/19
- Attended the Citizens Redistricting Advisory Subcommittee. 5/28/19

**The recent major planning activities of Devin Yoder, Senior Planner:**

**General Planning/Local Assistance**

- Attended regular BCPC staff meetings.
- Assisted reviewing CSMs for final signature.
- Facilitated a visioning session for the Town of New Denmark at the Denmark High School on May 7<sup>th</sup> to start the Town comprehensive plan update process.
- Created and mailed survey to Village of Denmark residents following the April visioning session for the Village's comprehensive plan update process.
- Created and mailed surveys to the Town of New Denmark residents following the May visioning session for the Town's comprehensive plan update process.
- Updated zoning map for Town of Glenmore.

**Brown County Comprehensive Plan**

- Presented the draft Issues and Opportunities chapter and Housing chapter to BCPC at May meeting.
- Started revising the Issues and Opportunities chapter and Housing chapter following the May BCPC meeting.
- Drafted the Natural and Cultural Resources chapter and started drafting the Agriculture chapter.
  - Started working with other County departments to collect their feedback on these draft chapters.
- Spoke with Government Affairs Director at the Realtors Association of Northeast Wisconsin about the Housing draft chapter.
- Revised existing land use maps for the Towns of Wrightstown and New Denmark, and for the Villages of Wrightstown and Denmark.
- Met with other BCPC planning staff to discuss the new state legislation (2017 Act 243) around the housing affordability report and new housing fee report requirements.

**Short-term Transportation Planning**

- Met with Pedestrian and Bicycle Advisory Committee member to tour the southern half of the Village for existing street, pedestrian, and bicycle conditions.
- Met with law enforcement and Hillcrest school stakeholders to discuss current pedestrian and bicycle issues in the Village.
- Met with Pedestrian and Bicycle Advisory Committee member to tour northern half of Village for existing street, pedestrian, and bicycle conditions.
- Drafted plan document outline.
- Met with City of Green Bay planning staff to visit GLC Minerals site by the port.
- Met with City of Green Bay planning staff and Brown County Port staff to talk about possible future port area site configurations and users.



- Reviewed project status with other planning staff.
- Worked with other planning staff to refine existing conditions section of Port Opportunity study.

#### **Town of Green Bay Area Development Plan**

- Provided Town with updated zoning map for website, and notified adjacent communities of approved plan amendment.

#### **The recent major planning activities of Todd Mead, Senior Housing Planner:**

- Prepared and ordered one (1) interim site inspection for a Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program client.
- Prepared and ordered six (6) initial HQS inspections for CDBG clients.
- Prepared and ordered two (2) final site inspections for CDBG clients.
- Prepared and ordered three (3) asbestos assessments for CDBG clients.
- Met with five (5) CDBG clients and the contractors to prepare them for their future rehabilitation projects.
- Opened/reviewed seven (7) new CDBG applications.
- Denied one (1) CDBG application.
- Prepared and closed six (6) CDBG Housing Rehabilitation Loans.
- Prepared eight (8) CDBG Environmental Reviews.
- Prepared and corresponded with four (4) bid documents to CDBG applicants for future rehab projects.
- Reviewed and approved one (1) subordination for an existing CDBG client.
- Reviewed and prepared two (2) mortgage loan satisfactions for existing CDBG/RLF clients due to project change orders or payoffs.
- Attended staff meetings.
- Preparing and training our new Planner I – Housing Position.
- Prepared and submitted CDBG H14-15-04 completion certificate reporting to Wisconsin Department of Administration and Department of Energy Housing (WDOA-DEHCR).
- Prepared for and attended a USDA Rural Housing Workshop to coordinate efforts with other rehabilitation loan programs to offer low-to-moderate income households options.
- Prepared for and attended a Door County housing presentation community meeting to discuss affordable housing needs.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Worked, prepared and followed up with yearly RLF and CDBG residency letters.

#### **The recent major planning activities of Everett Butzine, Housing Planner:**

- Prepared and ordered two (2) housing quality standards (HQS) inspection(s) for CDBG client(s).
- Prepared and ordered two (2) final site inspection(s) for CDBG client(s).
- Prepared and ordered two (2) final site inspection(s) for a RLF client(s).
- Prepared and ordered one (1) lead-based paint assessment(s) for a CDBG client(s).
- Met with three (3) CDBG client(s) and the contractor(s) to prepare them for their future rehabilitation project(s).

- Opened fourteen (14) new CDBG application(s).
- Organized/close-out letter/rehab journal of six (6) CDBG Loan files.
- Spoke with thirty-seven (37) CDBG Rehabilitation Loan inquiries.
- Attended staff meetings.
- Received my notary certificate for CDBG Rehab Loan closings.
- Attended off site USDA Rural Housing meeting.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

**The recent major planning activities of Adam Kofoed, Housing Administrator:**

- Constructed the meeting packet for the April BCHA board meeting.
- Presented BCHA commissioner comments on gap financing and pursuing an unrestricted fund use policy.
- Attended staff meetings as required or related to my position.
- Attended one (1) Brown County Homeless Coalition meeting.
- Attended one (1) meeting with the BCHA's subcontractor to discuss the May BCHA board meeting.
- Attended one (1) meeting with partnering agencies regarding the BCHA's new Family Unification Program vouchers to establish roles for each agency.
- Attended one (1) webinar from the American Planning Association which involved the best practices for creative place making.
- Completed one (1) repayment agreement with a client who received over payments in the housing voucher program.
- Assisted and attended two (2) individual meetings with BCHA board members to gain an understanding of their future ideas and vision.
- Finalized a contract with four (4) project based vouchers in Denmark.
- Attended the May 1 BC Planning Commission meeting.
- Organized and led a meeting with NeighborWorks regarding our financial assistance to their down payment assistance program.
- Attended The Town of New Denmark visioning session for their comprehensive plan.
- Completed a draft grant and loan agreement with the Broadway Lofts housing project.
- Successfully completed an independent three-day audit for fiscal year 2018.
- Coordinated with the BC Health Department to formulate a memorandum of understanding regarding data sharing with high lead blood level testing.
- Researched the best practices for housing needs assessments and micro-housing.
- Completed quarterly file reviews to inspect the BCHA's subcontractor's quality of work.
- Updated our project based voucher unit inventory.
- Drafted a scope of work for housing affordability reports which the BCHA may conduct for Brown County communities.
- Finalized discussion questions for one on one meetings with BCHA commissioners.
- Continued to work in coordination with the HUD field office in Milwaukee to ensure the BCHA was in compliance with HUD regulations.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Continued work on the Land Records System (GCS) upgrade project. Working on GIS integration. This was a major focus of effort this month, many hours.
- Updated the mailing label generator mapping tools to use GCS data.
- Began work on Census 2020 preparation (block boundary review, etc).
- Continued work on coordinating 2020 aerial photo project and LiDAR topographic mapping.
- Working on a new zoning map for the Village of Pulaski.
- Met with staff from Sheriff, Public Safety Communications, Emergency Management and Esri to discuss potential changes to our Esri software license configuration.
- Worked with the County Executive office on a Land Information Council appointment.
- Continued to update the GIS database (new streets, addresses, etc).
- Continued editing and maintaining the GIS database, web servers, etc.
- Produced maps for the Library, Administration, and other county departments.
- Provided GIS information for various county departments including Parks, County Executive, Highway and others as needed.
- Provided GIS data or other services for private businesses, local governments, state and federal agencies.
- Assisted many other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

**The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):**

Addressing

- Assigned an address in the Town of Glenmore and an address in the Town of Pittsfield.

Section 85.21 Program

- Collected and recorded ridership and invoice data for the month of April.
- Received applications for the 2019 Section 85.21 Program Trust Capital Projects Solicitation.
  - Complied applications, created a memo, and distributed application packages to subcommittee members for review and ranking process.
  - Subcommittee members met on May 17 to review, rank each application and made recommendations.
  - Developed a summary report of the subcommittee's recommendations to the full Brown County TCC.

Performance Measures Report

- Completed analysis of bridge data for the MPO Planning Area. Created a map displaying bridges with a sufficiency rating less than 50 percent.
- Requested 2018 data on port shipping activities.

Other Tasks

- Continue to provide assistance to a staff at the De Pere High School with the ArcMap software program.
- Geocoded student locations and created a map showing student living within 1 mile and 2 miles from the Hillcrest Elementary School.
- Continue to work on an online map and a collector app for a staff at the Green Bay Airport to collect data on lights and signs on the airport runway.

- Completed update to the land use inventory for the Village of Bellevue and Village of Hobart.

#### Webinars and Meetings

- Participated in the BCPC Board of Directors meeting on May 1. Presented a summary report for the Section 85.21 Program funding contract for Curative Connections.
- Watched the webinar, Creating Active Routes to Everyday Destinations, on May 5.
- Participated in the visioning session for the Town of New Denmark on May 7.
- Participated in PALS staff monthly meetings.

#### **The recent major planning activities of Karl Mueller, Planner I (Transportation):**

- Created an outline for the existing conditions chapter of the port opportunities study; created the framework and layout for this chapter, and began drafting the existing conditions chapter of the study.
- Updated the developable area map for the Pulliam Site as part of the Port Opportunities Study (**This item addresses a 2018 TMA recommendation**).
- Assigned two addresses for the Town of Eaton; assigned one address for the Town of Green Bay.
- Met with staff from the City of Green Bay, Dean Haen with the Brown County Port & Resource Recovery Department, and a port terminal operator (**This item addresses a 2018 TMA recommendation**).
- Met with staff from the City of Green Bay, Dean Haen with the Brown County Port & Resource Recovery Department, and a port terminal operator (**This item addresses a 2018 TMA recommendation**).
- Continued working on the land use inventory for the City of Green Bay for the Brown County comprehensive plan.
- Researched and reviewed the statutes, permitting processes, and regulations for the Army Corps of Engineers, Wisconsin DNR, and U.S. EPA for the Port Opportunities Study.
- Attended the visioning session for the Town of New Denmark comprehensive plan update on May 8<sup>th</sup>, along with other BCPC staff.
- Created an outline for the ADA Transition Plan and began creating the format and layout of the document; started drafting the Introduction chapter of the ADA Transition Plan.
- Developed three maps showing potential port uses at the Pulliam Site as part of the Port Opportunities Study (**This item addresses a 2018 TMA recommendation**).
- Created maps for each municipality in the Metropolitan Planning Area that identifies curb ramps without detectable warning devices as part of the ADA Transition Plan.
- Attended regular BCPC staff meetings.